OCT 2 1985

# POST MORTEM

Just as was the case last year during the summer of 1985 I was impressed by the administration, faculty and staff of the Spanish School. While "no two days were alike," there was the same creativeness throughout the summer in dealing with circumstances at hand. The director and dean's endurance was tapped, but their professional handling of matters lightened the impact of potentially difficult situations.

A series of memorable events marked the session. The Spanish Week in conjunction with Spain's Ministry of Culture provided high points as the attached brochure clearly would indicate by the caliber of the scheduled activities. The zarzuela, the plays, the choral performances, the cabaret, the baile de disfraces, movies, picnics, athletics, parties, and panel discussions provided others. The distinguished Madame de Larrocha, a person of world-wide repute, graced the campus on July 25th. Long-time friend and colleague of Professor Emilio Núñez, she received an honorary degree from Middlebury College and immediately thereafter performed two pieces on the piano. Other outstanding personalities, as in years gone by, were on hand throughout the session from beginning to end--one of whom with several invaluable contributions to the School, 1985 Starr Professor of Linguistics Professor Mills F. Edgerton, Jr., completed his fifteenth year of service and retired at the end of the session. The School was also privileged to have had Professor Fernando Savater teach two three-week courses the first part of the summer entitled "Philosophy and Poetry in the Works of María Zambrano" and "From Politics to Ethics in Contemporary Spanish Thought" and to have located Professor Pastor as a lecturer the last weeks of the six-week session.

At this point I take the liberty of modifying the categories and I submit the following: Statistics, Admissions, Arrivals, Buildings, Campus Services, Evaluations, Faculty, Financial Aid, Handbooks, Housing, and Logistics.

# LS ENROLLMENT STATISTICS: SPANISH SCHOOL

| TOTAL: | NOV | | DEC | | | | JAN | | | | | FEB | | | | MAR | | | | APR | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1985-86 | 11/15 | 11/29 | 12/6 | 12/13 | 12/20 | 12/27 | 1/3 | 1/10 | 1/17 | 1/24 | 1/31 | 2/7 | 2/14 | 2/21 | 2/28 | 2/7 | 3/14 | 3/21 | 3/28 | 4/4 | 4/11 | 4/18 |
| NO. OF INQUIRIES | 240 | 269 | 301 | 323 | 334 | 344 | 352 | 368 | 386 | 412 | 435 | 464 | 487 | 521 | 541 | 568 | 598 | 615 | 638 | 651 | 671 | 695 |
| NO. OF APPLICATIONS | | 3 | 26 | 28 | 32 | 32 | 32 | 45 | 53 | 60 | 66 | 76 | 88 | 93 | 109 | 123 | 136 | 157 | 167 | 183 | 190 | 202 |
| NO. OF ACCEPTANCES | | 3 | 26 | 27 | 31 | 31 | 31 | 44 | 52 | 58 | 64 | 73 | 85 | 89 | 105 | 119 | 132 | 152 | 161 | 177 | 182 | 192 |
| No. of Cancellations | | | | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 4 | 4 | 6 | 8 |
| No. of Rejections | | | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| NO. OF ENROLLMENTS | | | | | 2 | 7 | 8 | 13/14 | 18/19 | 24/25 | 27/28 | 31/32 | 36/37 | 39/40 | 50 | 56/57 | 71/72 | 83/84 | 92/93 | 98/99 | 111/112 | 118/123 |
| NO. OF WITHDRAWALS | | | | | | | | | | | | | | | | | | | | | | |
| 1984-85 | | | | | 12/22 | 12/29 | 1/5 | 1/12 | 1/19 | 1/26 | 2/2 | 2/9 | 2/16 | 2/23 | 3/1 | 3/8 | 3/15 | 3/22 | 3/29 | 4/5 | 4/12 | 4/19 |
| NO. OF INQUIRIES | | | | | 350 | 366 | 379 | 408 | 439 | 463 | 495 | 495 | 547 | 577 | 616 | 650 | 675 | 696 | 721 | 738 | 767 | 801 |
| NO. OF APPLICATIONS | | | | | 35 | 42 | 42 | 42 | 42 | 43 | 58 | 64 | 75 | 78 | 86 | 104 | 115 | 125 | 149 | 159 | 185 | 204 |
| NO. OF ACCEPTANCES | | | | | 35 | 41 | 42 | 42 | 42 | 42 | 57 | 63 | 74 | 77 | 85 | 103 | 114 | 124 | 147 | 157 | 183 | 200 |
| No. of Cancellations | | | | | | | | | | | | | | | | | | | 2 | 2 | 4 | 5 |
| No. of Rejections | | | | | | | | | | | | | | | | | | | 1 | 1 | 1 | 3 |
| NO. OF ENROLLMENTS | | | | | 1 | 1 | 9 | 13 | 16 | 20/21 | 20/21 | 22/23 | 27/28 | 29/30 | 36/37 | 41/42 | 53/54 | 62/63 | 72/73 | 84/85 | 97/98 | 115/116 |
| NO. OF WITHDRAWALS | | | | | | | | | | | | | | | | | | | | | | |
| 1983-84 | | | 12/9 | 12/16 | 12/23 | | 1/6 | 1/13 | 1/20 | 1/27 | 2/3 | 2/11 | 2/17 | 2/24 | 3/3 | 3/10 | 3/17 | 3/24 | 3/31 | 4/7 | 4/14 | 4/21 |
| NO. OF INQUIRIES | | | 187 | 208 | 224 | | 258 | 296 | 362 | 402 | 402 | 474 | 474 | 517 | 574 | 604 | 604 | 658 | 689 | 691 | 711 | 742 |
| NO. OF APPLICATIONS | | | | | 37 | | 44 | 60 | 62 | 81 | 85 | 98 | 104 | 110 | 111 | 125 | 130 | 138 | 146 | 155 | 161 | 168 |
| NO. OF ACCEPTANCES | | | | | 37 | | 44 | 59 | 59 | 79 | 79 | 92 | 103 | 110 | 110 | 121 | 125 | 134 | 141 | 149 | 150 | 161 |
| No. of Cancellations | | | | | | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 |
| No. of Rejections | | | | | | | | | | | | | | | | 1 | 1 | 2 | 2 | 2 | 2 | 2 |
| NO. OF ENROLLMENTS | | | | | | | | | 4 | 11 | 15 | 24 | 31 | 34 | 44 | 49 | 59 | 68 | 72 | 76 | 92 | 98 |
| NO. OF WITHDRAWALS | | | | | | | | | | | | | | | | | | | | | | |
| 1982-83 | | 11/27 | 12/4 | 12/11 | 12/18 | | | 1/8 | | 1/22 | 1/29 | 2/5 | 2/12 | 2/19 | 2/26 | 3/5 | 3/12 | 3/19 | 3/26 | 4/2 | 4/9 | 4/16 |
| NO. OF INQUIRIES | | 171 | 212 | 230 | 242 | | | 280 | | 351 | 437 | 441 | 486 | 555 | 627 | 628 | 698 | 719 | 738 | 740 | 784 | 784 |
| NO. OF APPLICATIONS | | 25 | 29 | 51 | 52 | | | 59 | | 71 | 78 | 80 | 82 | 89 | 102 | 113 | 118 | 134 | 143 | 160 | 163 | 164 |
| NO. OF ACCEPTANCES | | 1 | 3 | 16 | 16 | | | 43 | | 57 | 69 | 71 | 74 | 87 | 99 | 105 | 112 | 128 | 138 | 152 | 153 | 155 |
| No. of Cancellations | | | | | | | | | | | | | | | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 |
| No. of Rejections | | | | | | | | | | | | | | | | | | | | | | |
| NO. OF ENROLLMENTS | | | | | | | | 6 | | 14 | 16 | 23 | 31 | 35 | 42 | 51 | 58 | 68 | 74 | 84 | 97 | 108 |
| NO. OF WITHDRAWALS | | | | | | | | | | | | | | | | | | | | | | |

| TOTAL: | APR | MAY | | | | | JUN | | | | JUL | | | | AUG | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1985-86 | 4/25 | 5/2 | 5/9 | 5/16 | 5/23 | 5/30 | 6/6 | 6/13 | 6/20 | 6/27 | 7/4 | 7/11 | 7/18 | 7/25 | 8/1 | 8/8 | 8/15 | 8/22 | 8/29 | |
| NO. OF INQUIRIES | 724 | 749 | 750 | 768 | 783 | 789 | 804 | 821 | | 822 | 823 | 823 | 823 | 823 | 823 | 823 | 823 | 823 | 823 | |
| NO. OF APPLICATIONS | 212 | 220 | 227 | 234 | 238 | 248 | 257 | 260 | | 265 | 266 | 266 | 266 | 266 | 267 | 267 | 267 | 267 | 267 | |
| NO. OF ACCEPTANCES | 202 | 205 | 210 | 214 | 215 | 222 | 222 | 208 | | 207 | 204 | 204 | 204 | 203 | 203 | 203 | 203 | 203 | 203 | |
| No. of Cancellations | 8 | 14 | 16 | 19 | 21 | 24 | 31 | 48 | | 54 | 58 | 58 | 58 | 59 | 60 | 60 | 60 | 60 | 60 | |
| No. of Rejections | 1 | 1 | 1 | 1 | 2 | 2 | 4 | 4 | | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | |
| NO. OF ENROLLMENTS | 131/137 | 139/146 | 146/154 | 157/165 | 162/171 | 171/180 | 178/187 | 180/205 | | *174/206 | 171/203 | 171/203 | 171/203 | 171/203 | 171/203 | 171/203 | 171/203 | 171/203 | 171/203 | |
| NO. OF WITHDRAWALS | | | | | | | | | | | | 1 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | |
| 1984-85 | 4/26 | 5/3 | 5/10 | 5/17 | 5/24 | 5/31 | 6/7 | 6/14 | | 6/28 | 7/5 | 7/12 | 7/19 | 7/26 | 8/2 | 8/9 | 8/16 | 8/23 | 8/30 | |
| NO. OF INQUIRIES | 822 | 834 | 851 | 862 | 872 | 889 | 899 | 906 | | 907 | 907 | 907 | 908 | 908 | 908 | 908 | 908 | 908 | | |
| NO. OF APPLICATIONS | 209 | 216 | 230 | 231 | 255 | 266 | 276 | 278 | | 286 | 286 | 288 | 288 | 288 | 288 | 288 | 288 | 288 | | |
| NO. OF ACCEPTANCES | 204 | 209 | 223 | 225 | 249 | 257 | 263 | 263 | | 227 | 221 | 221 | 221 | 219 | 219 | 219 | 219 | 219 | | |
| No. of Cancellations | 7 | 11 | 13 | 15 | 24 | 28 | 30 | 31 | | 44 | 50 | 50 | 50 | 52 | 52 | 52 | 52 | 53 | | |
| No. of Rejections | 3 | 4 | 5 | 5 | 5 | 6 | 7 | 7 | | 8 | 8 | 8 | 8 | 8 | 9 | 15 | 15 | 15 | | |
| NO. OF ENROLLMENTS | 131/132 | 135/140 | 148/151 | 164/168 | 169/173 | 175/179 | 184/188 | 197/203 | | 201/222 | 202/217 | 203/218 | 203/218 | 203/218 | 203/218 | 203/218 | 203/218 | 203/218 | | |
| NO. OF WITHDRAWALS | | | | | | | | | | | | | | | | | | | | |
| 1983-84 | | 5/5 | 5/12 | 5/19 | 5/26 | 6/2 | 6/9 | 6/17 | 6/23 | 6/30 | 7/7 | 7/14 | 7/21 | 7/28 | 8/4 | 8/11 | 8/18 | | 9/1 | |
| NO. OF INQUIRIES | | 822 | 832 | 872 | 874 | 879 | 889 | 889 | 889 | 891 | 891 | 891 | 892 | | 894 | 894 | 894 | | 894 | |
| NO. OF APPLICATIONS | | 194 | 194 | 198 | 207 | 211 | 236 | 238 | 247 | 252 | 252 | 252 | 257 | | 260 | 261 | 261 | | 261 | |
| NO. OF ACCEPTANCES | | 189 | 189 | 190 | 202 | 207 | 232 | 234 | 243 | 248 | 248 | 248 | 253 | | 256 | 256 | 256 | | 256 | |
| No. of Cancellations | | 6 | 6 | 8 | 10 | 10 | 10 | 23 | 23 | 25 | 27 | 28 | 51 | | 62 | 64 | 65 | | 66 | |
| No. of Rejections | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | 2 | 2 | 2 | | 2 | |
| NO. OF ENROLLMENTS | | 109 | 121 | 123 | 127 | 138 | 154 | 167 | 178/187 | 184/197 | 183/196 | 183/196 | 179/190 | | 177/190 | 176/189 | 176/188 | | 175/187 | |
| NO. OF WITHDRAWALS | | | | | | | | | | | | | | | | | | | | |
| 1982-83 | 4/23 | 4/30 | 5/7 | 5/14 | 5/21 | 5/28 | 6/4 | 6/11 | 6/18 | 6/25 | | 7/2 | | 7/30 | *7/30 | 8/6 | | | | |
| NO. OF INQUIRIES | 845 | 870 | 870 | 871 | 873 | 875 | 875 | 880 | 883 | 883 | | 885 | | 885 | 885 | 885 | | | | |
| NO. OF APPLICATIONS | 177 | 192 | 205 | 205 | 225 | 231 | 242 | 255 | 256 | 260 | | 279 | | 279 | 279 | 279 | | | | |
| NO. OF ACCEPTANCES | 173 | 186 | 204 | 204 | 221 | 227 | 236 | 254 | 255 | 257 | | 273 | | 274 | 273 | 276 | | | | |
| No. of Cancellations | 4 | 5 | 8 | 10 | 17 | 19 | 20 | 25 | 30 | 35 | | 54 | | 61 | 61 | 62 | | | | |
| No. of Rejections | | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 3 | | 5 | | 5 | 5 | 5 | | | | |
| NO. OF ENROLLMENTS | 115 | 118 | 130 | 145 | 153 | 158 | 167 | 175/176 | 180/181 | 191/192 | | 201/202 | | 203/204 | 203/204 | 202/203 | | | | |
| NO. OF WITHDRAWALS | | | | | | | | | | | | | | | | | | | | |

# VIDEO CASSETTES

| | |
|---|---|
| "La Barraca" I, II, III | 0 |
| IV, V, VI | 0 |
| VII, VIII, IX | 0 |
| "La batalla de Chile" - Patricio Guzman | 3 |
| "Carmen" | 0 |
| "Las catedrales de Europa", "Berlanga: Placido", y "Estrellas del Bolshoi: Carmen" | 0 |
| "La Celestina": I, II | 5 |
| III y "La venganza" | 3 |
| "El diputado" | - |
| "Entrevista" - Julio Cortazar | 1 |
| "Espejo de Escritores" - Borges, Jorge Luis | 2 |
| "Espejo de Escritores" - Fuentes, Carlos | 2 |
| "Espejo de Escritores" - Goytisolo, Juan | 2 |
| "Espejo de Escritores" - Puig, Manuel | 3 |
| "Espejo de Escritores" - Rulfo, Juan | 1 |
| "Fulgor y muerte de Joaquin Murietta" | 0 |
| "Golpe del 23-II-81" | 1 |
| "Los Gozos y las sombras": I y "Pubis Angelical" (última parte) y Viridiana | |
| -- | 0 |
| III, IV y "La tauromaquia: México" | 1 |
| V y "Pubis Angelical" | 1 |
| VI, X, VII | 1 |
| VIII y "En el corazón del bosque" | 0 |
| "El hombre de la esquina rosada" - Jorge Luis Borges | 2 |
| "Juan Moreira" | - |
| "La magia de lo real" - Gabriel García Márquez | 6 |
| "Nazarin" | - |
| "El norte" | - |
| "Los olvidados" y "LOS GOZOS Y LAS SOMBRAS": IX | 0 |
| "Raza" | 0 |
| "Plaza Sésamo: Tape 1 | 3 |
| No. 113 y Spanish units 13-23 | 2 |
| No. 105 y No. 115 | 3 |
| No. 105 y No. 116 | 3 |
| "Sonata de primavera" y "Sonata de Estío": I-II | 0 |

* '-' denotes that these are new tapes.

9/85

ADMISSIONS

1. Calling to confirm attendance was helpful in producing an accurate count for rooming purposes.

2. Graduate interns were listed on the print-out as seven-week students. This year the Spanish School's intern took the placement examination--and received a pre-arrival packet with materials similar to those of the six-week students, with a slight modification in the cover letter reflecting the deletion of the pre-registration sheet.

3. Late acceptances rounded out level one.

4. Permission to live off campus was condition enough to sway a last year student to return to Middlebury and finish his degree requirements during the summer.

5. Never assume anything. One student had passed through the office prior to the beginning of the session and was verbally informed of the necessity of paying the data enrollment deposit. As a personal contact had been made the assumption was that the student would pay the deposit and therefore be enrolled. By the day of arrival the student still had not complied with regulations and had not been entered into the system. No bill was found by the Comptroller since the normal procedure had not been adhered to by the student. Several offices were involved but as a result the student was eventually required to leave. When is it the school office's responsibility to take the initiative and when is it the prerogative to follow the spirit?

6. Do not accept generalities. For the 1986 session a computer print-out of those to whom the 1986-87 Español will be sent should be requested. Some students claim never to have received it.

7. Re-examine the Language Schools' statistics. In this year's report the acceptances equal the number of enrollments yet there are those who were accepted but cancelled.

ARRIVALS

1. Prior to arrival check moving memo on file and contact Marge Grant about typewriters. It might be a bit smoother if the move could be earlier next year. For the 1985 session the day the Spanish School moved the French School needed the office space. By moving earlier the Schools would have an opportunity to set up before the arrival of directors. It worked out nicely to have telephone coverage during the move and to have such speedy service in connecting service in Hepburn.

2. Clearly indicate in pre-arrival materials the times of arrival. Once hours of arrival are determined for beginning level students have sufficient coverage pre-arranged, making clear the responsibilities of the year-round secretary. As was done perhaps the easiest method is to have packets arranged by seven-week/six-week in alphabetical order. Have students leave forms in the office in separate piles. (I found it easier to collect the forms from the students individually and to place them in separate piles myself--ensuring legibility of forms and that every student has turned in the appropriate forms as posted on the bulletin board...the counter space is ideal.)

3. Decorate the office with Alfredo's works making the office more homey. (Chela's flowers were especially nice this year.) Have extra maps of the campus on hand, and perhaps one on the bulletinboard. Put up a room change sheet and accommodate wishes is feasible according to the handbook.

4. If Hepburn is to be used inquire beforehand about the possibility of using the elevator. Check too about connecting the TV satellite. This must be done in advance so that the company can be contacted by the correct offices...I believe it is the Service Building who actually calls the electricians from an outside firm.

5. Clearly identify the office with a sign. (Mark Martin did some wonderful ones this year which can be used again.) It might be helpful to post the office hours outside the door too. The rest rooms should

ARRIVALS (cont.)

also be well identified...Damas/Caballeros.

6. Before the arrival of students check rooms.

7. Before giving students their arrival packets ask for their ID from Campus Security.

8. Think about scheduling an activity for the first weekend.

9. It definitely helped to have the dean available for questions and for scheduling classes rather than waiting until Sunday. The registration cards in the arrival packets facilitated registration but care must be taken in scheduling class sections for similar distribution.

10. If the newspaper option will be made available for students in the 1986 session re-evaluate based on this year's experience. Those who had mailed their checks before June 1st received papers but those who waited never got the papers until the last week of the session due to problems with El Diario/La Prensa's computer, vacations, etc. Students and professors had to use the copy in the library as the bookstore had decided that it would be a dis-service to people to charge double the price, given that the shortest term was three months.
For the 1986 session I would recommend:
-Decide which paper best suits the needs of the student body, and of "SP 303 Conversation" -- Professor Urruela Patenotte suggested that if no other paper were available that this was better than none.
-Get an agreement in writing concerning subscriptions to the newspaper.
-Advise the students of the option in advance after deciding if the students should advise the newspaper of changes in address. (This year Mailing Services put on the students' mail box numbers by hand as the newspaper did not change their computer readings to reflect the box numbers. The Spanish School staff was grateful for Mailing Services help but felt that assigning the box numbers was not their responsibility. Mailing Services is also unable to forward newspapers after the session has ended so students must change the address if the subscription is longer than seven weeks.)

ARRIVALS (cont.)

10. -Order three copies for the School if the paper is to be used in the conversation course, one for each of the professors, and one for the Salon de profesores.

11. For those who read them arrival packets were useful. The change in brunch on Sunday was cause for consternation for one student but he was able to take nourishment. For the 1986 session more modified language pledges will be necessary. (Two weeks after the start of the session the students take part in a ceremony (held in the Zoo this year) in which they sign the formal pledge and celebrate with a champagne toast.)

12. Once all the students and professors have arrived it is necessary to produce a directory which is made available to the students, placed in the mail boxes of the professors, and sent to Linda Marchica, Marilyn Ewell, and Marjorie Grant. This year there was only one student who requested that her name not be included therein, i.e., Mary Holmes.

13. Once the forms have been collected they should be checked against the computer's information and passed along respective channels. A copy of the release form went to Marilyn and any changes in address went to Genevieve.

BUILDINGS

1. Once classrooms have been assigned to the Spanish School they should be checked. Professor Núñez should be reinstated to Johnson Lecture Hall given the size of his class and the necessity of having music facilities at his disposal.

2. In consulting past classroom assignments it will be found that this year the Spanish School was given rooms other than those on the second floor of Warner and Sunderland. Some classrooms were felt to be inappropriately set up but with help from Buildings and Grounds changes were made.

3. Before the start of the summer session, if Hepburn is to be used, the locksmith should be contracted to lock the bathrooms for adjoining rooms where appropriate.

4. The door between the office in the basement of Hepburn and the passage leading to the student lounge and TV room should be unlocked at all times.

5. The kitchen off of the Casinillo should be unlocked during the early morning hours; be it by use of an extra key, by service provided by the maids, or someone from the Spanish School office.

6. A de-humidifier is a must, especially for the delicacy of computers and printers. One was requested at the end of the 1985 session for the 1986 session although follow up might be required to actually acquire one.

CAMPUS SERVICES

1. Cooperation was great!

2. On the initiative of one maid we were quite pleased that a rooming change was suggested as the woman in a small single was pregnant and the larger space afforded her more space to live comfortably. Next year we might designate the rooms on first floor Hepburn in a similar fashion.

3. Not only was Buildings and Grounds very accommodating in the initial move to Hepburn but they were also a great help in installing a functioning microphone for the opening ceremonies. Please note that Evelyn Palmeri should be notified in advance that the Spanish School will need a microphone in Mead Chapel. As previously understood the request should not go to the electricians in the Service Building nor to the front desk in Sunderland.

4. It would be helpful if Buildings and Grounds had advised us of a delay in completing the work order for moving books from the Hepburn Office to Johnson where they were to be displayed for the Spanish Week but we are grateful that amidst their busy schedule they were able to finish the work.

5. We were appreciative of the help that we received in locating boxes in which to ship films via UPS.

6. There was some difficulty in receiving mail in the afternoons as the delivery sometimes coincided with the Spanish School's late lunch hour. There was also the fact that the Spanish School had to reroute mail for the Spanish and Italian Department since the mail was delivered from the Mail Room and not to Sunderland for sorting. We did appreciate the Mail Room's help in sorting the newspapers which came without box numbers all summer.

7. Mailing Services was a great help in mailing posters to universities with graduate programs in Spanish. Their courteous help with postage, air mail,

CAMPUS SERVICES (cont.)

7. registered and certified mail was of great assistance.

8. Reprographics was handled primarily by Mark Martin but it seemed as though the service was rapid.

9. Ruth Stewart in Food Services was right on top of events. It must be remembered that there is to be no charge for the cabaret during the 1986 session...and if the supply runs out that more refreshment should be provided by Food Services.

10. Purchasing responded quickly in contacting repairmen.

11. Academic Computing came promptly when the occasion warranted yet they too would remind the School that a de-humidifier is a must as it could solve problems with paper and printer.

12. It might be helpful if next year the Spanish School secretaries could pick up Randolph's extension in his office. (For specific numbers please see the 1984 Post Mortem and the 1985 College Directory--on the front cover.)

13. Offices in Sunderland were phenomenal.

14. Campus Security was helpful in late acceptances, in providing service when the office was closed. It was discovered thanks to their help that the doors don't open in Johnson Lounge and that the lighting in Johnson Lounge is also poor for receptions after dark. (Please also note that Campus Security will not unlock any doors without authorization from Evelyn or other form of confirmation as was the case in a student planned panel discussion.) They will, however, be most helpful in assisting when classrooms are locked and should not be.

EVALUATIONS

1. The evaluations went directly to Sunderland this year with the exception of student evaluations which were collected after the three-week half-way point in the case of the conversation courses at level three hundred, in which the students are with one professor for one-half the session and with the other the second portion; and the end of the three-week period for Professor Savater's two classes which brought his courses to an end.

2. The translation of Marilyn's memo for the faculty and reminders from Randolph seemed to work well in obtaining final grades for Marilyn's separate grade rosters.

3. Grades were not released the final day of the session thereby avoiding chaos in the office.

FACULTY

1. This year book orders presented some problems. In one case we were unable to notify the professor of the fact that the bookstore had been unable to obtain a copy of one of his books. By the point that we were notified the professor had gone to Mexico and was not in a positiion to be contacted. Book orders must be placed well in advance of the session so that proper arrangements can be made in a timely fashion. The bookstore and library would recommend January, at the latest February.

2. Desk copies were not ordered by the School this year and it worked well for the office.

3. Professor García Lorenzo did a phenomenal job working with Professor Pope and the Ministry of Culture in Spain in arranging for Spanish Week.

4. The professorsneed to have a clear indication as soon as possible concerning the dates of arrival for the summer session which corresponds to them.

5. Before the arrival of the professors their rooms should be checked and rechecked, not only for cleanliness but for shades, linens, mirrors, and that the bathrooms are locked in the case of adjoining rooms.

6. A telephone should be installed in Professor Camacho's room for his arrival. There should also be telephones in the auxiliary office, in Randolph and Chelä's offices and in the School offices.

7. For the professors the auxiliary office should be properly equipped and the ditto machine should have been serviced. This year the machine was kept in the Hepburn office.

8. Before their arrival-book orders should be checked in the bookstore.

9. A record player should be in Professor Núñez's room as in previous years.

10. A projector should be on hand for Professor Ramón.

FACULTY (cont.)

11. At the beginning of the summer session the assistant to the dean should check with Marian McMaster concerning dance classes and the use of McCullough Gym.

12. It might be wise to write the directions for using the telephone by that in the professor's office including numbers necessary for overseas calls.

    81 + Code +011+ Number... 81 + Code + 011 + 13 + Number...

    and for long distance calls in the States:

    81 + Code + 1 + Number.

FINANCIAL AID

1. It seems that this year there was a limited amount of funds available.

2. Clarification lended proved helpful.

3. As Connie Weems has suggested and as will be instituted this year perhaps the pink postcards should be eliminated.

4. Coding for level four remains a gray issue. It would also seem that any changes made in levels from the seven-week to the six-week session would influence the financial aid awards of students. This year there were a number of students who changed levels during the course of the summer. Technically it would appear that the students' eligibility for the amount of aid would change as well.

5. Announce scholarships in the opening ceremony...there are three as are listed in the 1985-86 Español.

HANDBOOKS

1. For those who read them the handbooks were useful.

2. The 1985-86 Español was delayed as several proofs were necessary and as professors did not submit materials in a timely fashion. This year's bulletin will undergo revisions as left on file in the Spanish School office.

3. The active campaign for pictures should liven future publications.

HOUSING

1. Housing lists should be planned well in advance. This year the majority of first year students were housed in the top of Starr with the exception of a student with a back operation and one who was roomed with a level two hundred student on the third floor of Starr (and Mr. Blackburn who was granted permission to live off campus with his wife who was attending Bread Loaf School of English). The other students in Starr tended to be six-week students and DML students and therefore they did not arrive until the following week. Hepburn seemed to be the dorm most prefered by students. One six-week student mentioned that she was housed in the "quinto pino." Preference should be given first to professors, the first year location of students, health reasons, special requests and order of arrival pending circumstances.

2. There was a major problem with plant facilities and cleanliness. In Starr there were problems with plumbing, mice, roaches requiring exterminators, etc. These should be remedied before students are housed in the facilities.

3. There was also the feeling that the rooms in Starr did not qualify as singles although there are two separate rooms.

4. Keep track of DML students. There was a student who had not sent in a form specifying preference so she was roomed as regulations dictated in the French School. As no record was found at Campus Security she was asked to stay in Hillcrest for the night. Cancellations had freed a single room in Hepburn where she elected to stay after another possibility finally arose in Starr--where she had hoped to stay.

5. Thanks to Evelyn's help guest rooms were available elsewhere on campus.

6. It has been suggested that the Language Schools examine the payment of rooms for students who return to graduate.

LOGISTICS

1. Evelyn's help proved invaluable in the facilitating of special circumstances in the Spanish School.

2. The assistant to the dean should be aware of food orders which have been placed prior to his/her arrival. Perhaps the person should be advised very early that a good quality tape recorder/stereo system will be needed for parties.

3. Remember that the book store needs the bookorders as soon as possible and that it is not necessarily the case that they would need every single one at the same time although they do like to place one order overseas. They also need to have clear designations as to which books will be used for what sections.

4. At the same time that book orders are placed the library needs to be notified too. This year Grace was extremely helpful in this regards.

5. Films arrived on schedule this year. Next year it might be possible to obtain those which had to have been released commercially first.